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ABSTRACT

The effective use of library student staff offers an opportunity to model both library instruction and student participation. This book details the process of effectively training student library staff. Chapter 1 lays the groundwork by helping the librarian determine the main functions and needs of the library, the role of library student staff, recruitment and retention of student staff, and basic training concepts and methods. Chapter 2 provides outlines for training sessions. Each session includes activity description, objectives, process, demonstration ideas, student activities, follow-up, and evaluation. Training is grouped into seven major library functions or services--orientation, basic operations, processing, use of equipment and technology, reference skills, other library services, and communications. The critical features of the common characteristics are delineated for each group of tasks. By melding guiding principles and practical lessons, school librarians can educate their student staff to carry out the library's mission and support individual student growth. (Contains 45 references.) (Author/SWC)

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